

SECRET  
Security Information

PART I

BUILDING EVACUATION PLAN

General Instructions and Duties

BUILDING: Administration

BUILDING WARDEN:

25X1A9A

ASST. BUILDING WARDEN:

25X1A9A

PURPOSE:

To organize and instruct building occupants in procedures for the evacuation of the Administration Building in the event of fire, natural disaster or any other emergency requiring personnel to be evacuated from buildings. Procedures to be followed in case of air raids are described in Part II of the Building Emergency Plan.

FUNCTIONS AND DUTIES:

1. EMPLOYEES:

- a. Upon sounding of alarm, immediately secure all classified material in safes and vaults. Lock safes and vaults properly.
- b. Proceed, keeping your CIA Badge with you, from the building through the main entrance to the grass area in front of the building. In the event the main entrance is blocked, use rear entrance.
- c. Unless prevented by the emergency, a regularly assigned communications officer will remain in Room 2. The building guard will similarly remain at his station.

2. FLOOR WARDENS:

- a. Secure your classified material.
- b. Take up your pre-determined station, and direct the flow of traffic from your floor, in order to preserve order and avoid congestion.
- c. When the floor for which you are responsible has been evacuated, report to the Building Warden and then proceed from the building.

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ASSIGNMENT OF FLOOR WARDENS:

1. Basement

Principal -

Assistant -

2. First Floor

Principal -

Assistant -

3. Second Floor

Principal -

Assistant -

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